



UNDER SECRETARY OF COMMERCE FOR INTELLECTUAL PROPERTY AND  
DIRECTOR OF THE UNITED STATES PATENT AND TRADEMARK OFFICE  
WASHINGTON, DC 20231  
www.uspto.gov

March 28, 2002

SUBJECT: REQUEST FOR PROPOSALS (RFP) FOR TRADEMARK SUPPORT SERVICES  
RFP NO.: 52-PAPT-2-01008

Notice to Prospective Offerors:

The United States Patent and Trademark Office (USPTO) is pleased to release the subject solicitation. The USPTO requires a contractor capable of providing high quality services including data entry, text editing, mail processing and mail room services, optical data capture of most incoming papers, file movement, fee processing and proofreading of source materials provided. Optional requirements may include file maintenance and optical scanning of back files. This procurement is being conducted as a total Section 8(a) set-aside. Offers are solicited only from Section 8(a) certified firms.

The USPTO invites offerors to submit proposals in accordance with the requirements as set forth in the solicitation. Prospective offerors are cautioned to closely review the solicitation and complete all "offeror fill-ins" as they appear throughout the solicitation document. Also, prospective offerors are urged to carefully read Section L, Instructions, Conditions and Notices to Offerors. Failure to complete and submit all required submissions may result in your offer being determined non-responsive. Proposals will be evaluated in accordance with Section M, entitled "Evaluation Factors for Award".

Your complete proposal, signed by an official authorized to bind the offeror, shall be submitted not later than **2:30 p.m., eastern standard time, on April 30, 2002**. Federal Acquisition Regulation (FAR) clause 52.215-1(c)(3) sets forth strict guidance regarding late submissions of proposals, modifications, and withdrawals of proposals. Depending on the mode of delivery, your proposal should be addressed as provided for in clause L.18. Telegraphic or faxed offers are not authorized under this RFP and will not be accepted.

If an award is made to your firm as a result of this solicitation the contract will be subject to the Contract Clauses contained in the solicitation and all other clauses required by law and the Federal Acquisition Regulations as of the date of award.

A site-visit is planned for this acquisition. See Section L.17 for information.

All communication/questions concerning this RFP must be submitted in accordance with Section L.12. No information concerning this solicitation or requests for clarification will be provided in response to telephone calls from offerors.

Sincerely,

Susan B. Messina

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Contracting Officer  
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Enclosure(s)